Division Advisory No. 139, 2026
November 12, 2026

SCHEDULE OF WRITTEN EXAMINATION, SKILLS TEST AND INTERVIEW OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT II

Pursuant to **Division Memorandums No. 525, s. 2026**, the Schools Division of Dapitan City through the Human Resource Merit, Promotion and Selection Board (HRMPSB) will conduct the interview, written examination, and skills test of applicants for **ADMINISTRATIVE ASSISTANT II position** as follows:

Position	Activity	Date	Time	Venue
Administrative Assistant II	Written Exam & Skills Test	November 16, 2026	8:30 am - 12:00 pm	SDO - Conference Hall
	Interview	November 16, 2026	1:30 pm - 5:00 pm	SDO - Conference Hall

For guidance and dissemination.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
No. 139 Date: 11.12.26
Time 3:40 By: